Department of Labor & Industry
Performance Appraisal System

DEVELOPED IN ORACLE APPLICATION EXPRESS

- Cost
- Rapid Development cycle – project timeline was extremely quick (less than 2 months)
- Utilization of Current Staff size and skills – 2 developers and 1 DBA – knowledge of Oracle (DBSTRUCTURE, SQL, PL/SQL), html, css, JavaScript
- 30 Tables Total
- 32+ Application Pages/Screens
- Current size of system: 23 mb with over 830 employees in our system

DEVELOPMENT OF TABLE STRUCTURE BASED ON SABHRS

- Employee Table is Extract of SABHRS – maintenance of all employee information remains in SABHRS
    - This includes breakdown and relationship between employee and position and employee and supervisor – allowing system to utilize the same breakdown that SABHRS uses to handle this relationship

A TWO-PART SYSTEM

- Designed as a Two-Part system: A **TEMPLATE** piece AND an **EMPLOYEE EVALUATION** piece
    - By creating the Template piece, Evaluation criteria could be viewed and shared among supervisors in a Template Library
    - Employee occupations could be uniformly created, promoting consistency among evaluations from employee to employee, bureau to bureau, division to division
- Designed for Two-Part evaluation: **Behavior Competencies** AND **Performance Competencies**
    - Behaviors Competencies developed by Human Resource Department along with Management Team based on Core Values of Department
    - Performance Competencies allow individual user input as well as two competencies (Safety and Performance Appraisal) which are created automatically
    - Each of these can be easily modified by the programming staff to meet new requirements

OTHER FEATURES

- Security based on Individual, Individual's area (HR, as opposed to a regular manager)
- On-line User's Manual
- On-line Demonstration Videos

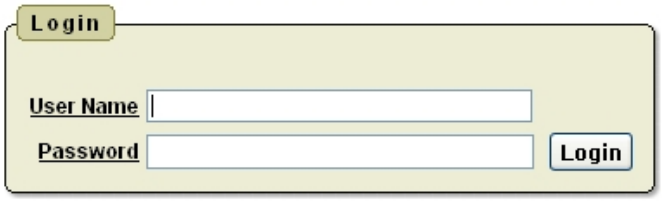
FUTURE MODIFICATIONS

- Table View instead of an extract
- Digital signature

MORE INFORMATION

- See the last page for information on Oracle Application Express
- The demonstration videos can be burned to a disc and available to check out
- A live demo of the system can be arranged by contacting the Department of Labor and Industry, Technical Services Bureau, 444-1361.

Screen Prints



Login page

The system is accessed through an icon deployed on each user's desktop or by utilizing Citrix.

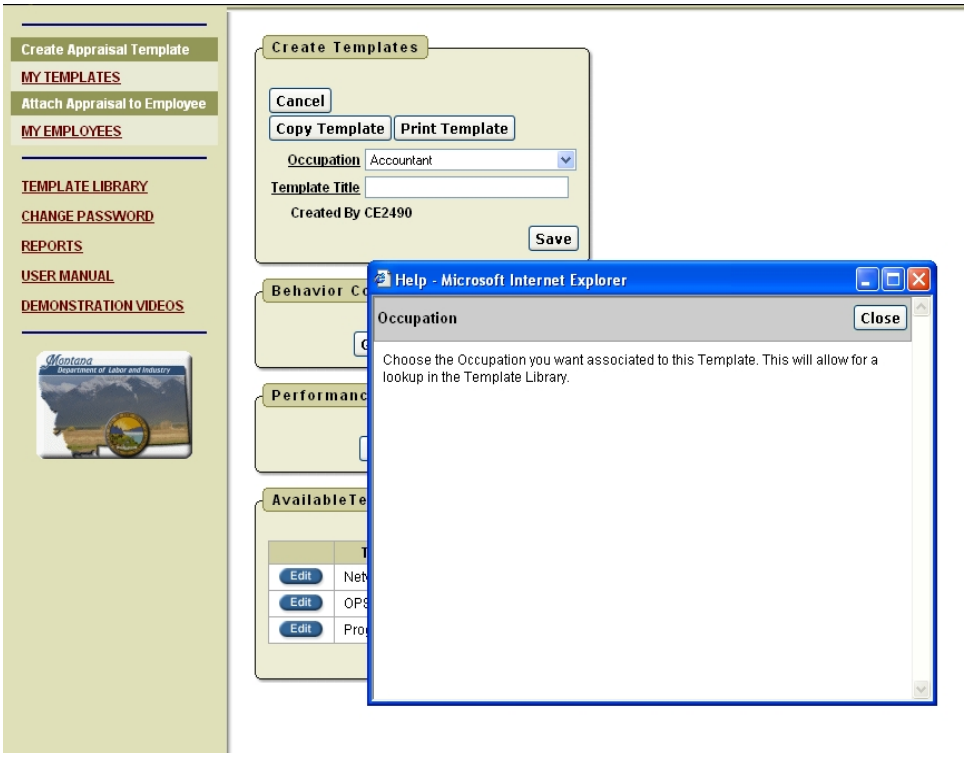
My Templates

Appraisal Templates consist of two sets of competencies – Behavior and Performance.

You can see on this page that this manager has created three Templates which are available in the bottom region.

The Copy Template button allows the manager to copy another user's template (from the Template Library) and modify it for their own use.

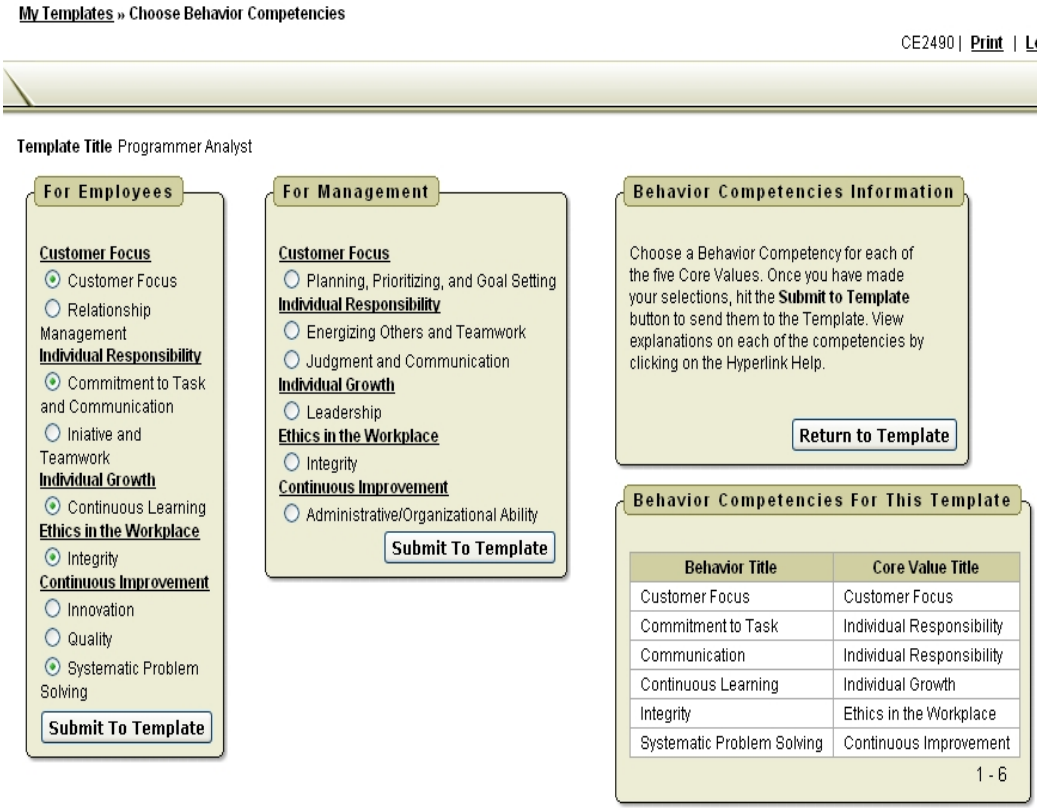
The Get Behaviors and Get Performances buttons take the users to those screens where they add competencies to the template.



My Templates

One of the unique features of the system is the built in help screens which are available as hyperlinks on the labels of fields.

This allows the user a quick popup message to assist with their data entry.

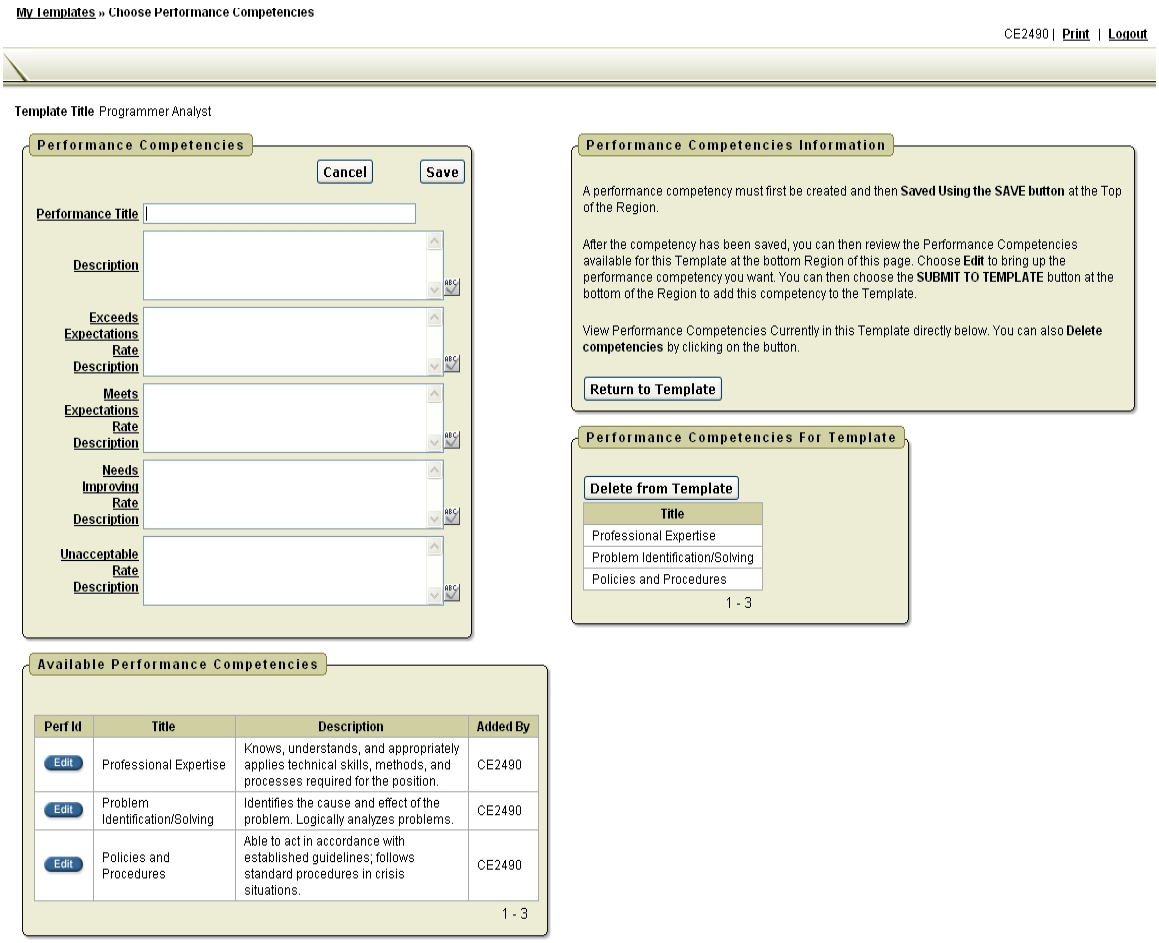


Behavior Competency Page

These competencies were already created by Human Resources and are available in the form of radio button choices to the user.

A set is available for a regular employee as well as an employee in a management position.

You can see on the right the Behaviors associated with this Template.



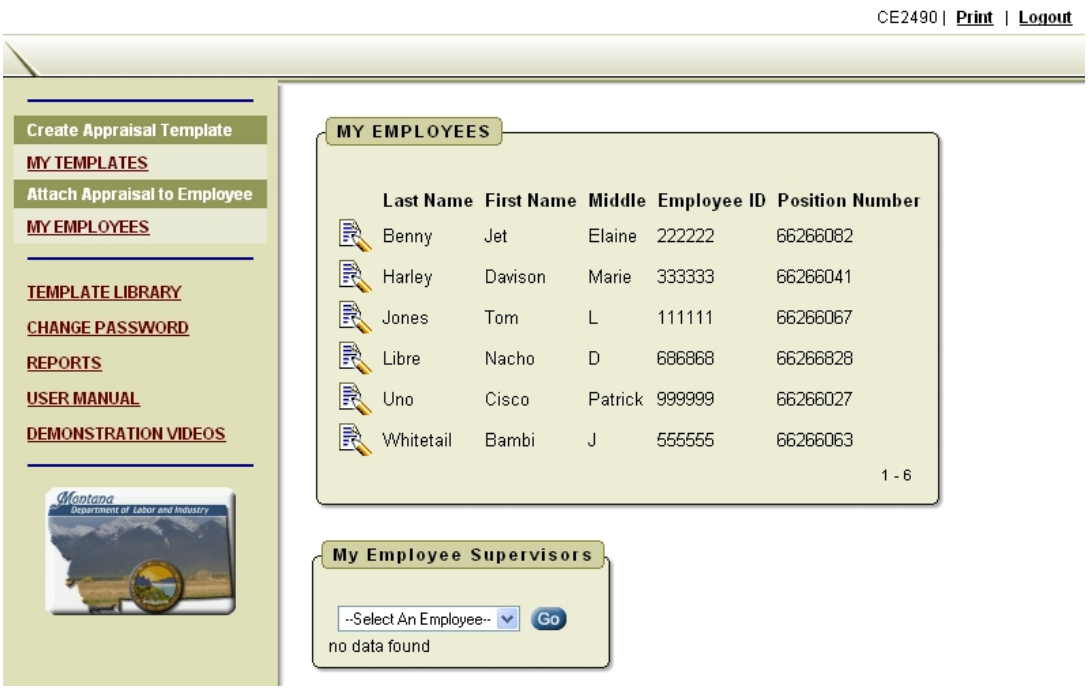
Performance Competency Page

Unlike Behaviors, managers create their own Performance Competencies.

All competencies follow the same layout format:

- Title
- Description
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable

These categories will be used when rating an employee on this competency.

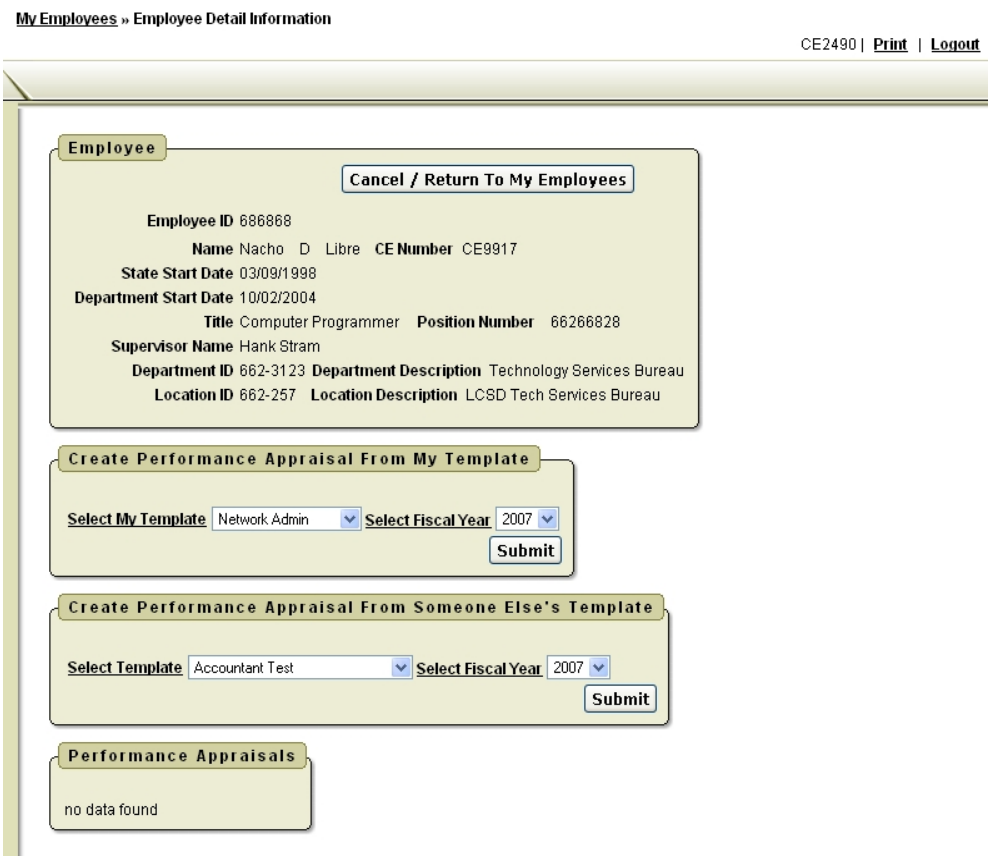


My Employees

Each Manager can view all their employees.

They can also view the employees of the supervisors they manage. Managers of managers have “view only” privileges to those accounts but can insert information into the acknowledge page.

The icon with the paper and the pencil allow the user to drill down for more detail on that employee.

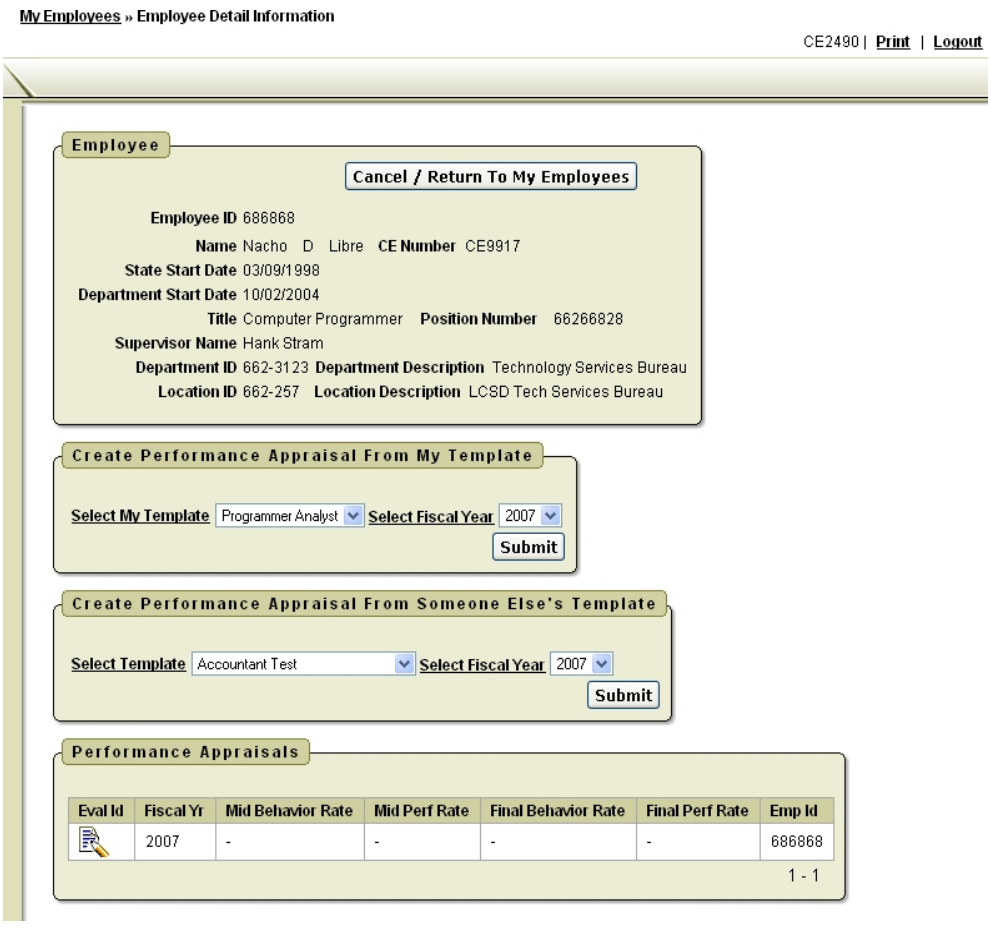


Employee Detail Information

This page gives an overview of the employee and is where the tempate is attached to create the evaluation. Evaluations are based on fiscal years and cannot be overridden.

Users can create the appraisal from one of their own templates or choose a template created by another user.

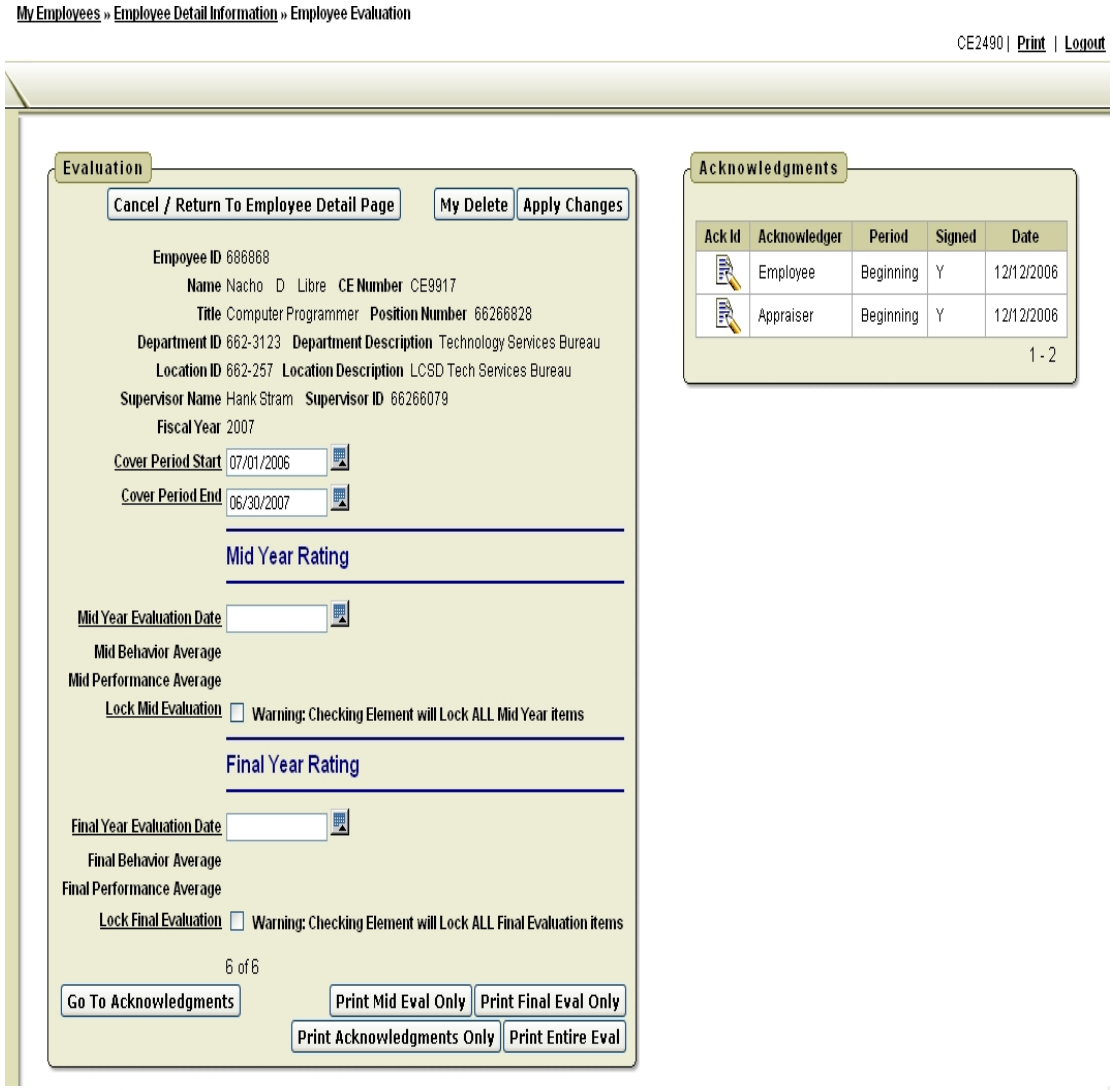
Since the evaluation is separate from the template, the evaluation is protected from being changed after it is attached. You can see that this employee does not have any Performance Appraisals attached to them by looking at the bottom region.

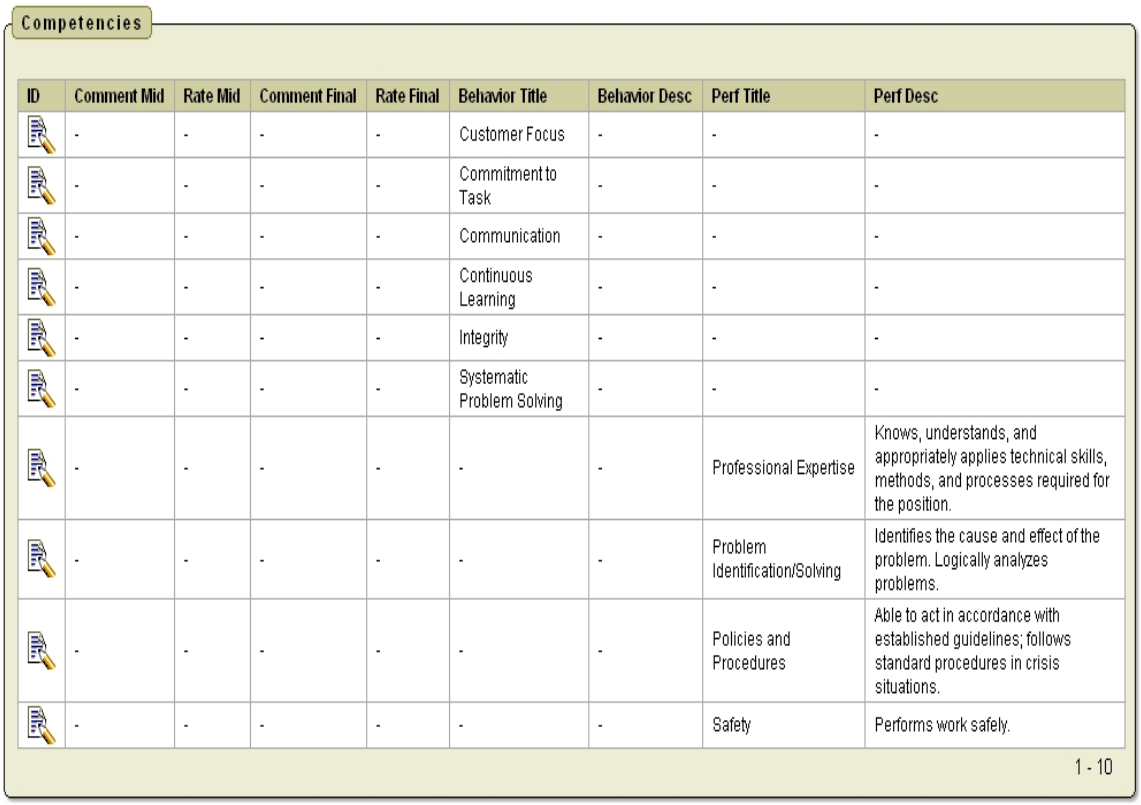


Employee Detail Information

Here is the same screen with a Performance Appraisal for 2007 attached.

Again, by clicking on the paper/pencil icon, one drills down further to open the appraisal.





Employee Evaluation

The evaluation region contains the employee info from the previous page but now adds fields like Cover Period Start and End.

Dates for the Mid and Final evaluations are also available – note the calendars to the sides of these fields for easy lookup.

The My Delete button is the only way to remove the evaluation and allows a user to delete and reattach an appraisal if needed.

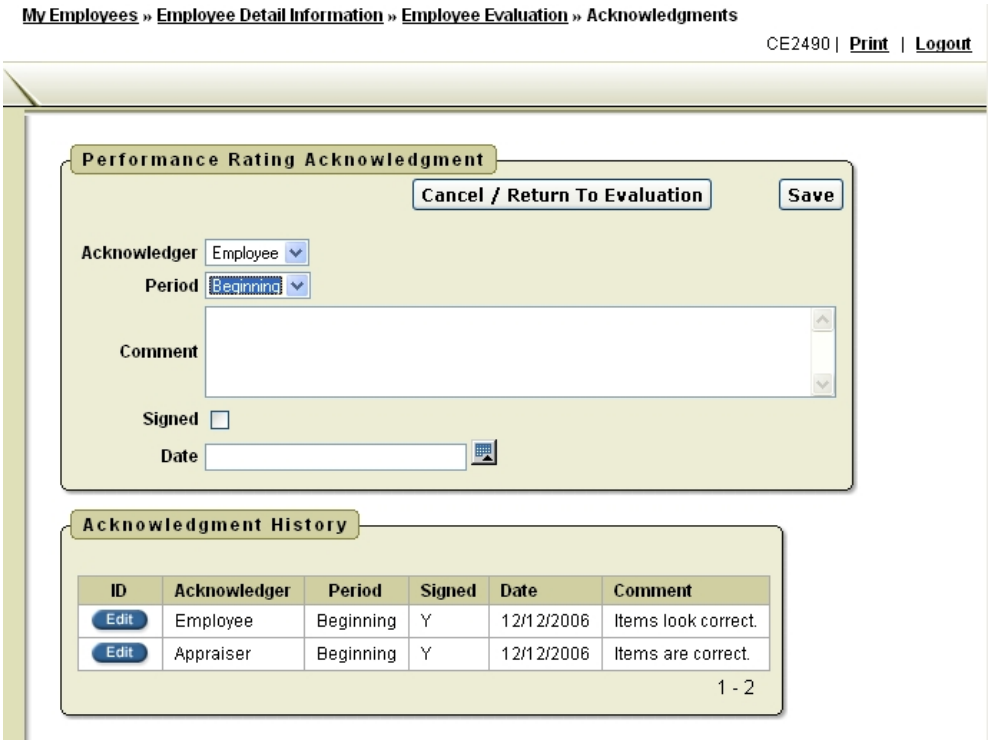
Print buttons are also available. These reports are created as PDF's for easy printing.

You can see the acknowledgments on the top right.

Here at the bottom are all the competencies with this evaluation.

Note safety has been automatically attached to this employee evaluation.

Pressing the icon allows the user to view the competency.



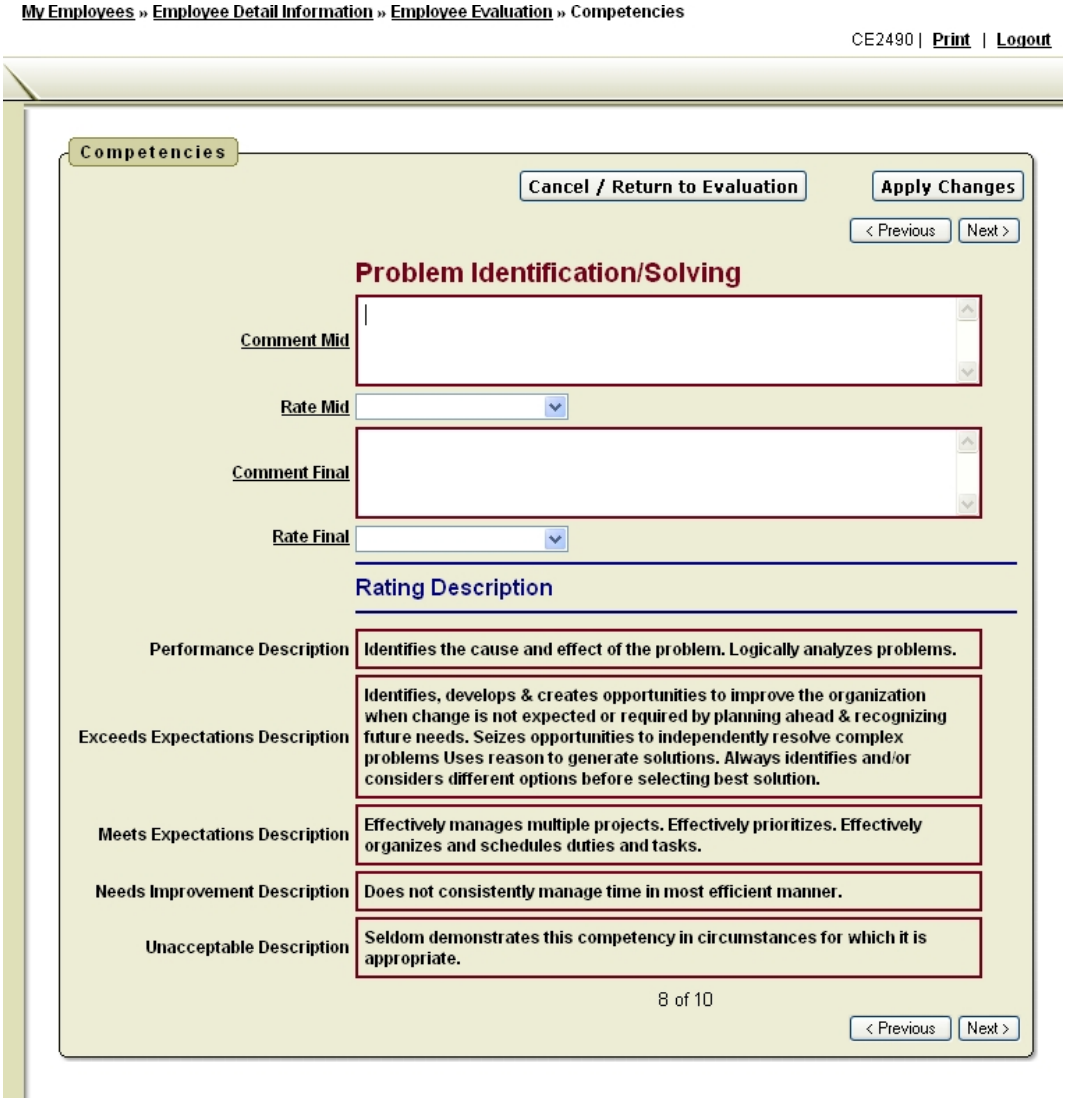
Acknowledgments

Acknowledgments are accessed from the button on the previous page or by drilling down from the Acknowledgment Region.

Here is where employee, appraiser, and a manager acknowledge each period of the evaluation:

- Beginning
- Mid Year
- Final

Note the navigation for this system in the form of buttons as well as hyperlinks at the top of the page.



Competency Page

Managers provide a comment and rating for both the Mid and Final evaluations for each competency.

The ratings for Behavior and Performance competencies are averaged separately to give an overall rating for each category.

Note the description fields are Read Only.

See the navigation at the bottom and top allowing the user to page through all of the competencies.

In this case we are on competency 8 of 10.

The left side menu of the system allows for navigation to the major areas of the system:

My Templates – where the appraisal template is created

My Employees – where the appraisal template is attached to the employee and the evaluation takes place

Template Library – where all templates are stored and available for all managers to view and use

Change Password – Users can change their password for the system

Reports – reports available for viewing

User Manual – online user's manual with a complete, step by step overview of the system. The manual is available as a PDF for ease of printing.

Demonstration Videos – The videos walk the user through many of the common tasks they perform in the system.

Oracle Application Express

HtmlDB otherwise known as Oracle Express

Oracle Application Express is a powerful development tool, designed for rapid development of database-centric web applications. Application Express turns an Oracle database into an online development service, allowing anyone with a web browser to create reporting and data entry applications quickly without requiring professional programming skills.

Where to go to set up workspace and run tutorials:

Set up your own development environment with Oracle - http://htmldb.oracle.com/pls/otn

Helpful Links:

- ✓ Oracle Application Express (formerly HTML DB) 2.2.1 Documentation (includes downloadable tutorial - http://www.oracle.com/technology/products/database/application_express/index.html
- ✓ Learn to Build a Web Application with Oracle Application Express - http://www.oracle.com/database/feature_db_htmldbobe.html
- ✓ Oracle Discussion Forums - http://forums.oracle.com/forums/index.jspa